APPENDIX E REQUEST FOR *eVA USER PROFILE*

Name of individual submitting this form _____

Phone number _____ Email Address _____

Agency Number and Abbreviation	Required	
First Name	Required	
Last Name	Required	
E-Mail Address	Required	
eVA Applications required ***Only DGS may grant these applications***	**Check all that are required**	☐**eMall/Shop Now (Ariba)** ☐**LogiXML Reporting** ☐**Quick Quote** ☐**VBO Buyer** ☐***Catalog Administration**** ☐***Data Management**** ☐***eProcurement/AdvancedVBO (Full ADVANTAGE)**** ☐***User Management (Administration)**** ☐***VSS Administration****
eMall/Shop Now (Ariba)	**Complete needed fields**	
Buysense Org Name	Required	
Catalog controller	Required	(*eVA*_eMall, unless otherwise specified)
Delegated Purchase Authority Amt **(Not normally utilized - requires additional setup in Buysense Org approvals)**	Optional $ amount	$
Phone Number	Required - format xxx-xxx-xxxx	
Deliver to name	Required - Person or	
Employee Number	Optional May be required for some Users	
Expenditure Limit Amt	Optional $ amount	$
Expenditure Limit Type	Required if Exp Limit Amt is indicated Role or User	
Expenditure Limit Approver	Required if Exp Limit Amt is indicated Name and *eVA* User ID or Agency Approval Role	
Standard Roles needed by User:	Required	*eVA*-Rpt-Hier Axxx-AgencyQueryAll *eVA*-CreateRequisition (if user is to create requistions)

Additional Roles needed by User:	Optional	*Any approval roles and/or special roles(i.e. agency security)*
Ship to Address – Ship to Address Code	Required - *eVA* Address ID	
eVA Supervisor User ID	Required - Name and *eVA* User ID	
Report and Resource Center (LogiXML)	**Complete needed fields**	
Entity Access Value	Required	AXXX,
Report Threshold Limit	Optional	System default is 5k.
Advanced reporting needs (i,e, agency management, technical, security, audit)	Optional	
Quick Quote	**Complete needed fields**	
Additional Buysense Orgs QQ this user should be able to view	Optional - list any additional BSO's that this user should be able to view QQ	
Reverse Auction Access	Optional	
VBO Buyer	**Complete Needed Fields**	
VBO Home Unit	Required	VBO
VBO Fax Number	Optional - Format XXX-XXX-XXXX	
Data Management - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	**Additional form needs to be completed**	
User Management - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	**Yes or No**	
eProcurement/Advanced VBO - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	**Yes or No**	
VSS Admin Setup ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	Optional	**SEVADMN gives user access to State Entered Vendor entry component**
Additional *eVA* Applications required - Additional forms are required to be completed	**Check all that is required**	☐**Future Procurements** ☐***eVA* Billing DashBaord**
Authorized signature required if mailed or faxed		_____ Signature